

Jefferson County Position Description

Name:		Department:	Human Services		
Position Title:	Aging and Disability Resources Manager	Pay Grade:	13	FLSA:	
Date:	June 2008	Reports To:	Director		

Purpose of Position

The purpose of this position is to plan, direct, implement, and monitor the operations of the Aging and Disability Resource Center which, encompass all State and Federally funded Aging and Transportation programs, and to integrate ADRC and related Aging programs into other Human Services programs, services, funding sources as required based on community and consumer needs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned

- Aging & Disability Resource Center: Plan, oversee and supervise the ADRC Coordinator/Supervisor and all ADRC functions required via the state contract, including: Information & Assistance, prevention activities, marketing, outreach, public education, long term care options counseling, elderly & disability benefits counseling, advocacy, short-term care coordination/case management and transitional services to disabled youths 17+. Also includes, access assistance to emergency and mental health service providers, and access assistance to private and government benefit programs. This includes eligibility determinations, enrollment & disenrollment functions related to publicly funded long term care.
- Older American's Act/Aging Programs: Plan, oversee and directly supervise staff under the Older American's Act and State Aging Programs, including senior dining, home delivered meals and the Alzheimer's & Family Caregiver Support programs.
- Prepare the annual Aging Unit Plan and/or amendment; conduct public hearings; plan and facilitate ADRC Advisory Committee & Nutrition Project Council meetings; supervise and support all congregate and home delivered meal program staff and volunteers; develop and implement policies and procedures for Nutrition Program staff and volunteers; oversee that health standards are met at each meal site; solicit meal bids; monitor caterer's contract and menus;
- Prepare federal and state reports. Prepare statistical reports.
- Disaster Planning & Response for adults with disabilities 18+
- S85.21 Transportation Programs: Plan, oversee and directly supervise staff under the S85.21 transportation program, which includes the following projects: volunteer/driver escort, taxi subsidy and elderly services van. Prepare the annual S.85.21 DOT Plan; conduct public hearings; prepare bi-annual transportation reports; supervise and orient van drivers and volunteer drivers to policies and procedures; approve associated payment requests. Also oversee the MA transportation program, developing policy as needed and reviewing requests for payment on a monthly basis.

Aging and Disability Resources Manager

- initiate disciplinary proceedings and attend grievance hearings when warranted; interview and hire personnel; review all time off requests; orient to agency, team and programs; follow union contract and county personnel manual; mediate internal staff conflicts and investigate allegations made by external agencies.
- Adult Protective Services & Elder-Vulnerable Adult Abuse & Neglect Services: Plan, oversee and directly supervise employee performing these services. Facilitate I-Team meetings; attend APS roundtables; adhere to state statutes. Ensure that employee's are trained.
- Guardianship Services: Monitor contracted guardianship services on an ongoing basis; serve as a liaison between the department and probate office in coordinating annual WATTS reviews; approve and monitor guardianship billing statements for correct fees and billing sources (county, MA, client funds, etc); serve as a liaison between the county and guardianship program contractors. Recommend policy changes to the Human Services Board as warranted.

Minimum Training and Experience Required to Perform Essential Job Function

Master's degree in Social Work or related field. Minimum of five years field experience, with at least two years of relevant management experience. Bachelor's degree in Social Work with minimum of seven years field experience, and at least three years of relevant management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in managing long term care, Family Care, and/or other Aging programs including ADRC, protection of vulnerable adults, or experience in integrated long term care programs preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory and design data and information such as medical assistance manuals, Community Options Program manuals, Aging policy and procedures, program guidelines, State statutes Chapter 51, 55, 880, personnel manuals, DARs, service contracts, financial reports, program summaries and reports, accounting methods, and educational curricula.
- Ability to communicate verbally and in writing with supervisors, clients, clients' families, subordinates, volunteers, Human Service Board members, other Human Service supervisors, Department clerical staff, contracted service providers, attorneys, Judges, general public, funding agency representatives and unit advisory committee members.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools. Ability to operate motor vehicle, computer keyboard/typewriter, calculator, telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.
- **Environmental Adaptability**
- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date